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RECRUITMENT OF ADMINISTRATIVE STAFF

Whenever an administrative opening occurs below the level of Superintendent, the district may elect to either fill the vacancy in-house or conduct a search using the following process:

Step 1: Superintendent of Schools develops a timeline for filling the vacancy and informs the Board of Education.

Step 2: A notice of vacancy form is prepared and the position is advertised.

Step 3: A committee to screen applicants is formed. It consists of Board members, administrators, teachers, parents, classified staff, and students when appropriate.

Step 4: Following the deadline for receiving the applications, a screening is conducted, usually by Central Office staff and a group of candidates to be interviewed is selected.

Step 5: The Screening Committee identifies questions to ask the candidates, reads the applications and conducts interviews.

Step 6: The Central Office staff consisting of the Superintendent, Assistant Superintendent, Director of Pupil Services and Special Education, and Director of Finance and Operations conduct second interviews with the candidates selected by the Screening Committee.

Step 7: A final candidate is selected and recommended to the Board of Education for appointment.